



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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August 28, 2009

Dear Child Care Provider:

Please review the attached bulletin to licensing staff regarding the Report Cards and Rated Licensing Rules concerning (1) Director Qualifications and (2) Child Development Associate (CDA) credential.

Director Qualifications

Thirty (30) hours of TECTA Administrator orientation training is the only available training that may be used to satisfy the requirement for a one or two star rating. Several directors have received TECTA orientation credit if they received Infant/Toddler, Center-Based and/or School-Age orientation.

Administrator orientation training, which includes age specific training, inclusion of children with special needs, and business management/administration, is specifically designed for directors and owners to help them better administer a child care program and build their knowledge base.

Starting with licenses issued in January 2010, agencies will be required to complete the TECTA Administrator Orientation training, in order to receive credit for this criteria. Please contact your local TECTA office for scheduling information.

Child Development Associate Credential (CDA)

This is a reminder that a CDA credential is valid for three (3) years from the date of the initial award, or five (5) years from the date of renewal. As stated in the Report Cards and Rated Licensing for Child Care Agencies rules, all renewal requirements for a CDA must be completed and submitted to the Council for Professional Recognition before teaching staff can receive credit for having a current CDA.

Providers with expired CDA credential will have until January 1, 2010, to complete the required procedures for CDA renewals. Please make plans to start the renewal process if this applies to you or your staff.

If you require additional information, please contact your Licensing Program Evaluator.

Attachment: CCL 09-002